Calvin, Giordano & Associates, Inc. is seeking to hire an Assistant to the City Manager in the City of Dunwoody office. The purpose of this position is to coordinate special projects and conduct research and analysis of various City functions, services, and operations. The position provides professional level administrative and management support to the City Manager at the highest level of local government, serving as a direct liaison for the City Manager and providing operational and strategic analysis in support of City programs and services. Work at this level is of a responsible, technical or professional level relative to a supporting role in the management of the City. The incumbent will be expected to work cooperatively with key City officials to plan and implement various programs and services. All authority and autonomy inherent in this classification is at the discretion of and delegated by the City Manager.

KEY RESPONSIBILITIES:

Assists the City Manager with the development, planning and implementation of goals and objectives to meet the operational needs of the city;

Conducts operational research, productivity analysis and management studies to assist in the management of city operations, programs and services

Assists as appropriate with grant management;

Coordinates special projects for the city, including city-wide initiatives, management studies and introduction of new programs;

Serves as a liaison between the City Manager and various civic or governmental organizations and committees, taskforces, boards, and commissions; and,

Makes presentations before the City Council, and represents the City Manager at various boards and commissions, both within the city and outside.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two to five years of increasingly responsible experience in municipal or private sector administrative work involving tasks similar to the previously described duties.

Education:

The equivalent of a Masters Degree in Public Administration, Business Administration, Political Science or a related field is desirable.

SPECIAL REQUIREMENTS:

Strong knowledge of MS Office software;

Strong interpersonal skills;

Ability to understand and carry out complex oral and written instructions;

Ability to deal tactfully and courteously with employees and the general public;

Ability to communicate clearly and effectively, verbally and in writing; and,

Ability to establish and maintain effective working relationships with employees, vendors, and the general public.

APPLY:

To apply, please email resume as a Word document or PDF to jobs@calvin-giordano.com

Calvin, Giordano & Associates, Inc. is proud to offer our employees benefits such as: 401(k), comprehensive paid time-off policies, tuition reimbursement, medical, dental, flexible spending accounts to name a few. We also offer our employees challenging and diverse projects, exciting growth potential, professional development and training opportunities. For further information please visit our web site at www.calvin-giordano.com

Sponsorship not offered. US Citizen or current US Work Authorization required. Only candidates that meet the requirements will be considered.